

**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)  
REQUIREMENTS AND GUIDELINES**

A TCO allows occupancy of a structure prior to final approval by all developmental related Departments. Traditionally, a TCO has been approved for a Tenant/Owner to gain access to a commercial occupancy for stocking of inventory, staff training, installing, and testing of computer systems etc. When approved, in some circumstances the public may also be permitted. A TCO may also be approved for individual buildings in large multi-family residential developments. Typically, a TCO is requested when the "MAJORITY" of the construction is completed and only minor finishing touches remain, such as portions of a landscape area, plumbing fixtures, etc. These conditions will be evaluated on a case-by-case basis to make sure that an acceptable level of health and safety is met for the occupants of the building.

**The following are steps necessary in order to process and approve a TCO:**

**STEP 1:**

Complete and sign the "Request for Temporary Certificate of Occupancy" form. Electronically submit the completed application to the Building Inspector or Building Official in adequate time. We suggest you send an email read receipt.

- Project identification, i.e. name, address, permit number
- Desired date of early occupancy, reason and projected duration
- Outstanding improvements/requirements for Final Occupancy
- Acknowledgement that the deposit, an amount determined by the Building Official will be forfeited to the city should the owner/tenant fail to obtain a final Certificate of Occupancy by the date specified, unless an extension is granted by the Building Official.

**STEP 2:**

**Fire/Life Safety:** All required code for Fire and Life safety systems that pertain to your permit must be completed and approved. i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts and penetrations, elevators, exit illumination, exits, exit hardware, and exit stairways must be in place and functional on the level of occupancy considered, one story above and to grade level. Additional considerations of the electrical supply equipment, accessibility and emergency response for ingress and egress shall be considered.

**STEP 3:**

**Inspections:** Signatures of approval must be obtained on City of Ventura Building Divisions "Final Inspection Information Sheet." Final Building Inspections may be called but no final approval Certificate of Occupancy or Temporary Certificate of Occupancy will be issued without completion of this form (this form is provided to the developer/contractor at the pre-construction meeting).

**STEP 4:**

At building inspection final, the building inspector will itemize a list of outstanding corrections. Any special conditions for the Temporary Certificate of Occupancy will be noted on the approved TCO application. In addition to the application fee, a deposit may be required, and the amount will be determined by the Building Official based on the amount of work to be completed. Unless the TCO is revoked, the deposit will be refunded once all corrections items have been completed and the permit has been approved for final occupancy. Once conditions of TCO are incorporated into applications the Building Official will sign and send to Permit Services. An Invoice will be sent through Ventura OPS for payment. Once paid, the TCO will be issued.

**For additional assistance, please call 559-713-4495 to speak with the City of Ventura Building Official.**



## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

When approved, the issuance of a Temporary Certificate of Occupancy will be for the number of days specified above or as otherwise stipulated and **MUST BE RENEWED PRIOR TO THE EXPIRATION DATE** to retain the temporary status.

1. Non-refundable TCO application fee of \$1963.00 must be paid along with all outstanding fees.
2. Address must be on the building.
3. Water, Sewer and Electrical must be approved.
4. All fire protection systems, exits and exit systems must be operational. A fire watch procedure must be in effect for fire safety systems that are not monitored (alarm, suppression, etc.). All fire extinguishers must be installed. Exception: any & all fire safety systems must be in place & functional in all educational & assembly occupancies.
5. An inspection must be completed to determine the outstanding issues for all disciplines which include Building, Fire, Engineering, Planning and Landscape. The site inspector will make a recommendation to the Building Official as to whether a TCO can be issued.
6. If all items have been addressed /inspected by the inspector of record and approved by the Building Official, then temporary occupancy shall be granted (including the public per CBC, Section [A] 111.3).
7. If at any time temporary occupancy is determined unsafe by the Building Official this TCO shall be revoked and deposit forfeited (per CBC, Section[a] 111.4).

**FOR OFFICE USE ONLY**

**Application Fee:** \$ \_\_\_\_\_

**Deposit Amount:** \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

**Special Conditions for TCO Approval See list of items above on page 2.**

**TCO Expiration Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_